

1 **State of Arkansas**  
2 **78th General Assembly**  
3 **Regular Session, 1991**  
4 **By: Joint Budget Committee**

# A Bill

**SENATE BILL 547**

## For An Act To Be Entitled

8 "AN ACT TO MAKE AN APPROPRIATION FOR PERSONAL SERVICES AND  
9 OPERATING EXPENSES FOR THE DEPARTMENT OF HUMAN SERVICES -  
10 ADMINISTRATION FOR THE BIENNIAL PERIOD ENDING JUNE 30,  
11 1993; AND FOR OTHER PURPOSES."

13 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

15 SECTION 1. REGULAR SALARIES - OPERATIONS. There is hereby established  
16 for the Department of Human Services - Administration for the 1991-93  
17 biennium, the following maximum number of regular employees whose salaries  
18 shall be governed by the provisions of the Uniform Classification and  
19 Compensation Act (Arkansas Code §§21-5-201 et seq.), or its successor, and all  
20 laws amendatory thereto. Provided, however, that any position to which a  
21 specific maximum annual salary is set out herein in dollars, shall be exempt  
22 from the provisions of said Uniform Classification and Compensation Act. All  
23 persons occupying positions authorized herein are hereby governed by the  
24 provisions of the Regular Salaries Procedures and Restrictions Act (Arkansas  
25 Code §21-5-101), or its successor.

			Maximum Annual		
			Maximum	Salary Rate	
Item	Class		No. of	Fiscal Years	
No.	Code	Title	Employees	1991-92	1992-93
D.H.S. - OFFICE OF THE DIRECTOR					
32	(1) 9984	DHS DIRECTOR	1	\$ 82,000	\$ 86,100
33	(2) 9920	DHS DEPUTY DIRECTOR	1	\$ 66,000	\$ 69,300
34	(3) 9726	DHS CHIEF ATTORNEY	1	\$ 59,976	\$ 62,974
35	(4) 9617	DHS CHIEF DEPUTY ATTORNEY	1	\$ 51,735	\$ 54,320

1	(5) R038 ATTORNEY SUPERVISOR	4	GRADE 26
2	(6) R170 ATTORNEY SPECIALIST	10	GRADE 25
3	018Z DHS AUDIT/FISCAL REVIEW MANAGER	1	
4	(7) R036 ATTORNEY	45	GRADE 24
5	(8) R165 DHS CLIENT ADVOCATE	1	GRADE 23
6	(9) A095 DHS AUDIT SUPERVISOR	5	GRADE 22
7	(10) 697Z DHS PROGRAM MANAGER	5	GRADE 21
8	A251 SR AUDITOR	10	
9	(11) R266 MANAGEMENT PROJECT ANALYST II	2	GRADE 20
10	R145 DHS PROGRAM COORDINATOR	3	
11	A250 JR AUDITOR	21	
12	(12) R424 FAIR HEARING REFEREE	6	GRADE 19
13	(13) R264 MANAGEMENT PROJECT ANALYST I	4	GRADE 18
14	M068 DHS PROGRAM ANALYST	2	
15	M072 SOCIAL SERVICE INVESTIGATOR II	14	
16	A111 ACCOUNTANT	1	
17	(14) R010 ADMINISTRATIVE ASSISTANT II	2	GRADE 17
18	(15) K011 ADMIN SUPPORT SUPERVISOR	4	GRADE 15
19	R009 ADMINISTRATIVE ASSISTANT I	1	
20	(16) K117 MEDICAL OR LEGAL SECRETARY	55	GRADE 14
21	K041 EXECUTIVE SECY/ADMINISTRATIVE SECY	1	
22	(17) K153 SECRETARY II	3	GRADE 13
23	(18) K155 SECRETARY I	1	GRADE 11
24	(19) K023 CLERK TYPIST	<u>6</u>	GRADE 10
25	MAX NO. OF EMPLOYEES	211	

26

27 D.H.S. - DIVISION OF FINANCE

28	(1) 9724 DHS DEP DIR DIVISION OF FINANCE	1	\$ 59,976	\$ 62,974
29	(2) 016Z DHS ASST DEP DIR FOR MANAGER ACCTG	1	GRADE 25	
30	017Z DHS ASST DEP DIR FOR FIN SUPP SYS	1		
31	019Z DHS ASST DEP DIR FOR GEN ACCTG	1		
32	(3) A025 DHS/DOF FINANCIAL PLANNING MANAGER	1	GRADE 24	
33	(4) A032 AGENCY FISCAL MANAGER	1	GRADE 22	
34	A088 DHS FINANCIAL SECTION MANAGER	14		
35	(5) A008 ACCOUNTING SUPV II	21	GRADE 21	
36	(6) A006 ACCOUNTING SUPV I	13	GRADE 20	

1	R145 DHS PROGRAM COORDINATOR	5	
2	R266 MANAGEMENT PROJECT ANALYST II	4	
3	(7) R168 GRANTS COORDINATOR II	34	GRADE 19
4	R084 DHS STAFF SUPERVISOR	1	
5	(8) R048 BUDGET SPECIALIST	7	GRADE 18
6	A111 ACCOUNTANT	25	
7	R264 MANAGEMENT PROJECT ANALYST I	3	
8	W030 RECORDS MANAGEMENT ANALYST II	4	
9	M068 DHS PROGRAM ANALYST	3	
10	(9) R162 STATISTICIAN/STATISTICIAN II	1	GRADE 17
11	R010 ADMINISTRATIVE ASSISTANT II	2	
12	R166 GRANTS COORDINATOR I	1	
13	W028 RECORDS MANAGEMENT ANALYST I	1	
14	(10) A024 COLLECTION OFFICER	4	GRADE 16
15	(11) R009 ADMINISTRATIVE ASSISTANT I	3	GRADE 15
16	A108 ACCOUNTING TECHNICIAN II	27	
17	A063 PAYROLL OFFICER	3	
18	A155 ICF COORDINATOR	1	
19	(12) K041 EXECUTIVE SECY/ADMINISTRATIVE SECY	5	GRADE 14
20	(13) A051 INSURANCE SPECIALIST I	4	GRADE 13
21	K153 SECRETARY II	5	
22	(14) A106 ACCOUNTING TECHNICIAN I	41	GRADE 12
23	K039 DOCUMENT EXAMINER II	6	
24	(15) K155 SECRETARY I	14	GRADE 11
25	(16) K023 CLERK TYPIST	6	GRADE 10
26	K037 DOCUMENT EXAMINER I	12	
27	K006 DATA ENTRY SPECIALIST	<u>1</u>	
28	MAX NO. OF EMPLOYEES	277	

29

30 D.H.S. - DIVISION OF MANAGEMENT SERVICES

31	(1) 9723 DHS DEP DIR DIV OF MGT SERVICES	1	\$ 59,976	\$ 62,974
32	(2) D136 DHS ADD OFC OF INFORMATION SYSTEMS	1		GRADE 26
33	(3) 013Z DHS/DMS ASST DEP DIR HUMAN RESOURCE	1		GRADE 25
34	032Z DHS/DOF ASST DEP DIR FUNDS MGMT	1		
35	(4) 012Z DHS/DMS ASST DEP DIR ADMIN SUPPORT	1		GRADE 24
36	D135 DHS INFORMATION SYSTEMS PLNG MGR	1		

1	X339 ENGINEER SUPERVISOR	1	
2	D133 DHS APPLICATIONS MANAGER	2	
3	(5) D137 DHS USER SERVICES MANAGER	1	GRADE 23
4	D046 SYSTEMS APPLICATIONS SUPERVISOR	6	
5	D134 DHS DP OPERATIONS MANAGER	1	
6	(6) 506Z DHS/DMS MGR OF PERSONNEL SUPP SVCS	1	GRADE 22
7	D115 INFORMATION SYSTEMS PLANNER	4	
8	123Z DHS PERSONNEL PROCESSING MANAGER	1	
9	D124 LEAD PROGRAMMER/ANALYST	15	
10	V042 GENERAL SERVICES MANAGER	1	
11	698Z DHS/DMS MATERIALS MGMT ADMR	1	
12	X338 ENGINEER, PE	1	
13	D038 SYSTEMS PROGRAMMER	1	
14	511Z DHS/DMS EQUAL EMPLOY OPPORT MGR	1	
15	E051 TRAINING PROJECT MANAGER	1	
16	(7) D036 SR PROGRAMMER/ANALYST	17	GRADE 21
17	D010 DATA BASE ANALYST	3	
18	V080 MGR PURCHASING & PROPERTY MGT	2	
19	D122 USER SUPPORT SUPERVISOR	1	
20	697Z DHS PROGRAM MANAGER	2	
21	R143 DHS RESEARCH & STATISTICS MGR	1	
22	809Z DHS PLANNING & POLICY DEV COORD	1	
23	(8) R266 MANAGEMENT PROJECT ANALYST II	3	GRADE 20
24	D121 USER SUPPORT ANALYST	1	
25	E114 STAFF DEVELOPMENT COORDINATOR	1	
26	R406 DHS PERSONNEL PROCESSING SUPV	1	
27	R145 DHS PROGRAM COORDINATOR	3	
28	(9) R030 ASST PERSONNEL MANAGER	1	GRADE 19
29	R084 DHS STAFF SUPERVISOR	1	
30	V022 LEASING SUPERVISOR	1	
31	R332 DHS POLICY DEVELOPMENT COORD	1	
32	D125 DHS DP OPERATIONS COORDINATOR	1	
33	R338 TEST TECHNICIAN	3	
34	R068 EEO/GRIEVANCE OFFICER	3	
35	(10) R264 MANAGEMENT PROJECT ANALYST I	7	GRADE 18
36	V040 PURCHASE AGENT II/PURCHASE AGENT	3	

1	D034	PROGRAMMER ANALYST	15	
2	E050	STAFF DEVELOPMENT SPECIALIST II	14	
3	R122	PERSONNEL ANALYST	2	
4	Y087	PRINTER SUPERVISOR	1	
5	W030	RECORDS MANAGEMENT ANALYST II	2	
6	N328	INFORMATION OFFICER II	1	
7	(11) D018	DATA PROCESSING SUPERVISOR I	2	GRADE 17
8	R190	PERSONNEL OFFICER II	5	
9	R010	ADMINISTRATIVE ASSISTANT II	10	
10	V030	INVENTORY CONTROL MANAGER	3	
11	N290	COMMERCIAL ARTIST II/GRAPHIC ART II	1	
12	R162	STATISTICIAN/STATISTICIAN II	5	
13	Y021	STATIONARY ENGINEER	1	
14	(12) Y085	PRINTER II	1	GRADE 16
15	(13) R342	INTERVIEWER	3	GRADE 15
16	K011	ADMIN SUPPORT SUPERVISOR	6	
17	V039	PURCHASE AGENT I/ASST PURCHASE AGEN	5	
18	R009	ADMINISTRATIVE ASSISTANT I	2	
19	K105	REPRO EQUIP OPR SUPV	1	
20	(14) K041	EXECUTIVE SECY/ADMINISTRATIVE SECY	2	GRADE 14
21	K079	MICRO-PHOTOGRAPHER SUPERVISOR	1	
22	(15) D114	DATA PROCESSING PROD SCHEDULER	3	GRADE 13
23	K153	SECRETARY II	14	
24	D003	COMPUTER OPERATOR I	3	
25	Y083	PRINTER I	5	
26	(16) K039	DOCUMENT EXAMINER II	5	GRADE 12
27	T045	SECURITY OFFICER II	1	
28	K089	PERSONNEL ASSISTANT	1	
29	K115	STATISTICIAN ASST II/STATISTICIAN I	1	
30	(17) K155	SECRETARY I	8	GRADE 11
31	G111	MAINT WORK PLANNER & SCHEDULER I	1	
32	V043	SHIPPING & RECEIVING CLERK	2	
33	(18) K006	DATA ENTRY SPECIALIST	12	GRADE 10
34	V029	INVENTORY CONTROL CLERK	4	
35	G013	WAREHOUSE WORKER	4	

1	K023 CLERK TYPIST	15	
2	K037 DOCUMENT EXAMINER I	7	
3	(19) K103 REPRODUCTION EQUIPMENT OPERATOR	5	GRADE 09
4	K065 MAIL OFFICER	5	
5	K077 MICRO-PHOTOGRAPHER II	1	
6	(20) G045 EQUIPMENT OPERATOR	4	GRADE 08
7	(21) K015 OFFICE CLERK	3	GRADE 07
8	K075 MICRO-PHOTOGRAPHER I	5	
9	(22) V049 STOCK CLERK II	1	GRADE 05
10	K069 COURIER II	<u>1</u>	
11			
12			
13			
	MAX NO. OF EMPLOYEES	295	

D.H.S. - DIVISION OF PROGRAM OPERATIONS

14	(1) 9719 DHS DEP DIR PROGRAM OPS	1	\$ 59,976	\$ 62,974
15	(2) 005Z DHS/DPO ASST DEP DIR FOR PROG OPS	6		GRADE 24
16	(3) M042 DHS/DPO COUNTY ADMINISTRATOR IV	2		GRADE 22
17	(4) M040 DHS/DPO COUNTY ADMINISTRATOR III	11		GRADE 21
18	(5) M038 DHS/DPO COUNTY ADMINISTRATOR II	29		GRADE 20
19	(6) M022 DHS/DPO COUNTY ADMR I	34		GRADE 19
20	R084 DHS STAFF SUPERVISOR	1		
21	(7) R010 ADMINISTRATIVE ASSISTANT II	1		GRADE 17
22	M080 SOCIAL SERVICE WORKER II/SOC SVC WK	2		
23	(8) K011 ADMIN SUPPORT SUPERVISOR	20		GRADE 15
24	R009 ADMINISTRATIVE ASSISTANT I	2		
25	(9) K153 SECRETARY II	7		GRADE 13
26	(10) K155 SECRETARY I	98		GRADE 11
27	(11) K023 CLERK TYPIST	326		GRADE 10
28	K097 RECEPTIONIST	8		
29	(12) C011 SWITCHBOARD OPERATOR II	2		GRADE 09
30	(13) M065 SOCIAL SERVICE AIDE I	1		GRADE 08
31	(14) K015 OFFICE CLERK	<u>13</u>		GRADE 07
32				
33				
34				
	MAX NO. OF EMPLOYEES	564		

D.H.S. - OFFICE OF VOLUNTEERISM

35	(1) 7354 DHS DEP DIR OFFICE OF VOL SVCS	1	\$ 39,638	\$ 41,619
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1	(2) 204Z DIV OF VOLUNTEERISM ASST DEP DIR	2	GRADE 22
2	(3) M113 VOLUNTEER PROGRAM MANAGER	1	GRADE 21
3	(4) M097 VOLUNTEER PROGRAM DEVELOPER II	6	GRADE 19
4	(5) N328 INFORMATION OFFICER II	1	GRADE 18
5	(6) M095 VOLUNTEER PROGRAM DEVELOPER I	6	GRADE 17
6	R010 ADMINISTRATIVE ASSISTANT II	1	
7	(7) K041 EXECUTIVE SECY/ADMINISTRATIVE SECY	1	GRADE 14
8	(8) K153 SECRETARY II	<u>3</u>	GRADE 13
9	MAX NO. OF EMPLOYEES	22	

10

11 SECTION 2. EXTRA HELP - DIVISION OF FINANCE. There is hereby  
12 authorized, for the Department of Human Services - Administration - Division  
13 of Finance for the 1991-93 biennium, the following maximum number of part-time  
14 or temporary employees, to be known as "Extra Help", payable from funds  
15 appropriated herein for such purposes: four (4) temporary or part-time  
16 employees, when needed, at rates of pay not to exceed those provided in the  
17 Uniform Classification and Compensation Act, or its successor, or this act for  
18 the appropriate classification.

19

20 SECTION 3. EXTRA HELP - DIVISION OF MANAGEMENT SERVICES. There is  
21 hereby authorized, for the Department of Human Services - Administration -  
22 Division of Management Services for the 1991-93 biennium, the following  
23 maximum number of part-time or temporary employees, to be known as "Extra  
24 Help", payable from funds appropriated herein for such purposes: eight (8)  
25 temporary or part-time employees, when needed, at rates of pay not to exceed  
26 those provided in the Uniform Classification and Compensation Act, or its  
27 successor, or this act for the appropriate classification.

28

29 SECTION 4. EXTRA HELP - DIVISION OF PROGRAM OPERATIONS. There is  
30 hereby authorized, for the Department of Human Services - Administration -  
31 Division of Program Operations for the 1991-93 biennium, the following maximum  
32 number of part-time or temporary employees, to be known as "Extra Help",  
33 payable from funds appropriated herein for such purposes: thirty (30)  
34 temporary or part-time employees, when needed, at rates of pay not to exceed  
35 those provided in the Uniform Classification and Compensation Act, or its

1 successor, or this act for the appropriate classification.

2

3 SECTION 5. APPROPRIATIONS - DIRECTOR - OPERATIONS. There is hereby  
 4 appropriated, to the Department of Human Services - Administration -  
 5 Director's Office, to be payable from the Department of Human Services Paying  
 6 Account as designated by the Chief Fiscal Officer of the State, for personal  
 7 services and operating expenses of the Department of Human Services -  
 8 ~~Administration - Director's Office for the biennial period ending June 30,~~  
 9 1993, the following:

10

11 ITEM		FISCAL YEARS	
12 NO.		1991-92	1992-93
13 (01)	REGULAR SALARIES	\$ 5,241,075	\$ 5,474,330
14 (02)	PERSONAL SERV MATCHING	1,400,923	1,473,463
15 (03)	MAINT. & GEN. OPERATION		
16 (A)	OPER. EXPENSES	\$ 1,008,510	\$ 964,610
17 (B)	CONF. & TRAVEL	45,778	45,778
18 (C)	PROF. FEES	42,087	42,087
19 (D)	CAPITAL OUTLAY	450,450	214,000
20 (E)	DATA PROCESSING	<u>0</u>	<u>0</u>
21	TOTAL MAINT. & GEN. OPER.	<u>1,546,825</u>	<u>1,266,475</u>
22	TOTAL AMOUNT APPROPRIATED	<u>\$ 8,188,823</u>	<u>\$ 8,214,268</u>

23

24 SECTION 6. APPROPRIATIONS - FINANCE - OPERATIONS. There is hereby  
 25 appropriated, to the Department of Human Services - Administration - Division  
 26 of Finance, to be payable from the Department of Human Services Paying Account  
 27 as designated by the Chief Fiscal Officer of the State, for personal services  
 28 and operating expenses of the Department of Human Services - Administration -  
 29 ~~Division of Finance for the biennial period ending June 30, 1993, the~~  
 30 following:

31

32 ITEM		FISCAL YEARS	
33 NO.		1991-92	1992-93
34 (01)	REGULAR SALARIES	\$ 6,060,686	\$ 6,367,634
35 (02)	EXTRA HELP	41,080	41,080



1	(03)	PERSONAL SERV MATCHING		1,685,051	1,781,933
2	(04)	MAINT. & GEN. OPERATION			
3	(A)	OPER. EXPENSES	\$ 1,133,909	\$ 1,133,909	
4	(B)	CONF. & TRAVEL	121,829	121,829	
5	(C)	PROF. FEES	4,012	4,012	
6	(D)	CAPITAL OUTLAY	9,000	9,000	
7	(E)	DATA PROCESSING	<u>0</u>	<u>0</u>	
8		TOTAL MAINT. & GEN. OPER.		<u>1,268,750</u>	<u>1,268,750</u>
9		TOTAL AMOUNT APPROPRIATED		<u>\$ 9,055,567</u>	<u>\$ 9,459,397</u>

10

11 SECTION 7. APPROPRIATIONS - CLIENT SPECIFIC EMERGENCY SERVICES - CASH.

12 There is hereby appropriated, to the Department of Human Services -

13 Administration - Division of Finance, to be payable from cash funds as defined

14 by Arkansas Code 19-4-801 of the Department of Human Services -

15 ~~Administration, for purchase of services for the Department of Human Services~~

16 - Administration - Division of Finance for the biennial period ending June 30,

17 1993, the following:

19	ITEM		FISCAL YEARS	
20	NO.		1991-92	1992-93
21	(01)	PURCHASE OF SERVICES	<u>\$ 150,000</u>	<u>\$ 150,000</u>

22

23 SECTION 8. APPROPRIATIONS - SOCIAL SERVICES BLOCK GRANT - FEDERAL.

24 There is hereby appropriated, to the Department of Human Services -

25 Administration - Division of Finance, to be payable from the federal funds as

26 ~~designated by the Chief Fiscal Officer of the State, for purchase of services~~

27 for the Department of Human Services - Administration - Division of Finance

28 for the biennial period ending June 30, 1993, the following:

30	ITEM		FISCAL YEARS	
31	NO.		1991-92	1992-93
32	(01)	PURCHASE OF SERVICES	<u>\$ 24,135,730</u>	<u>\$ 24,135,730</u>

33

34 SECTION 9. APPROPRIATIONS - MANAGEMENT SERVICES - OPERATIONS. There is

35 hereby appropriated, to the Department of Human Services - Administration -

1 Division of Management Services, to be payable from the Department of Human  
 2 ~~Services Paying Account as designated by the Chief Fiscal Officer of the~~  
 3 State, for personal services and operating expenses of the Department of Human  
 4 Services - Administration - Division of Management Services for the biennial  
 5 period ending June 30, 1993, the following:

7 ITEM		FISCAL YEARS	
8 NO.		1991-92	1992-93
9 (01)	REGULAR SALARIES	\$ 6,204,057	\$ 6,508,277
10 (02)	EXTRA HELP	9,770	9,770
11 (03)	PERSONAL SERV MATCHING	1,697,024	1,792,142
12 (04)	MAINT. & GEN. OPERATION		
13	(A) OPER. EXPENSES	\$ 1,324,243	\$ 1,324,243
14	(B) CONF. & TRAVEL	20,931	20,931
15	(C) PROF. FEES	250	250
16	(D) CAPITAL OUTLAY	58,941	58,941
17	(E) DATA PROCESSING	<u>0</u>	<u>0</u>
18	TOTAL MAINT. & GEN. OPER.	1,404,365	1,404,365
19 (05)	PURCHASE DATA PROCESSING	<u>5,372,902</u>	<u>5,372,902</u>
20	TOTAL AMOUNT APPROPRIATED	<u>\$ 14,688,118</u>	<u>\$ 15,087,456</u>

21  
 22 SECTION 10. APPROPRIATIONS - MANAGEMENT SERVICES - CONSOLIDATED COST  
 23 REVOLVING FUND. There is hereby appropriated, to the Department of Human  
 24 ~~Services - Administration - Division of Management Services, to be payable~~  
 25 from the DHS Consolidated Cost Revolving Fund, for operating expenses of the  
 26 Department of Human Services - Administration - Division of Management  
 27 Services for the biennial period ending June 30, 1993, the following:

29 ITEM		FISCAL YEARS	
30 NO.		1991-92	1992-93
31 (01)	MAINT. & GEN. OPERATION		
32	(A) OPER. EXPENSES	\$ 2,729,724	\$ 3,029,724
33	(B) CONF. & TRAVEL	0	0
34	(C) PROF. FEES	0	0
35	(D) CAPITAL OUTLAY	0	18,000

1	(E) DATA PROCESSING	<u>0</u>	<u>0</u>
2	TOTAL MAINT. & GEN. OPER.	<u>2,729,724</u>	<u>3,047,724</u>
3	TOTAL AMOUNT APPROPRIATED	<u>\$ 2,729,724</u>	<u>\$ 3,047,724</u>

4

5 SECTION 11. APPROPRIATIONS - PROGRAM OPERATIONS - OPERATIONS. There is hereby  
 6 appropriated, to the Department of Human Services - Administration - Division  
 7 ~~of Program Operations, to be payable from the Department of Human Services~~  
 8 Paying Account as designated by the Chief Fiscal Officer of the State, for  
 9 personal services and operating expenses of the Department of Human Services -  
 10 Administration - Division of Program Operations for the biennial period ending  
 11 June 30, 1993, the following:

13	ITEM	FISCAL YEARS	
14	NO.	1991-92	1992-93
15	(01) REGULAR SALARIES	\$ 7,723,051	\$ 8,108,943
16	(02) EXTRA HELP	108,524	108,524
17	(03) PERSONAL SERV MATCHING	2,322,198	2,457,904
18	(04) MAINT. & GEN. OPERATION		
19	(A) OPER. EXPENSES	\$ 7,597,909	\$ 7,597,909
20	(B) CONF. & TRAVEL	70,216	70,216
21	(C) PROF. FEES	23,268	23,268
22	(D) CAPITAL OUTLAY	185,613	279,056
23	(E) DATA PROCESSING	<u>0</u>	<u>0</u>
24	TOTAL MAINT. & GEN. OPER.	7,877,006	7,970,449
25	(05) REIMBURSE COUNTY OFFICES	<u>430,598</u>	<u>430,598</u>
26	TOTAL AMOUNT APPROPRIATED	<u>\$ 18,461,377</u>	<u>\$ 19,076,418</u>

27

28 SECTION 12. APPROPRIATIONS - VOLUNTEERISM - OPERATIONS. There is hereby  
 29 appropriated, to the Department of Human Services - Administration - Division  
 30 of Volunteerism, to be payable from the Department of Human Services Paying  
 31 Account as designated by the Chief Fiscal Officer of the State, for personal  
 32 services and operating expenses of the Department of Human Services -  
 33 Administration - Division of Volunteerism for the biennial period ending June  
 34 30, 1993, the following:

35

		FISCAL YEARS	
ITEM		1991-92	1992-93
NO.			
(01)	REGULAR SALARIES	\$ 474,904	\$ 496,522
(02)	PERSONAL SERV MATCHING	132,289	139,412
(03)	MAINT. & GEN. OPERATION		
(A)	OPER. EXPENSES	\$ 178,582	\$ 180,082
(B)	CONF. & TRAVEL	21,853	22,450
(C)	PROF. FEES	6,100	6,100
(D)	CAPITAL OUTLAY	6,079	6,079
(E)	DATA PROCESSING	<u>0</u>	<u>0</u>
	TOTAL MAINT. & GEN. OPER.	<u>212,614</u>	<u>214,711</u>
	TOTAL AMOUNT APPROPRIATED	<u>\$ 819,807</u>	<u>\$ 850,645</u>

13

14 ~~SECTION 13. APPROPRIATIONS - VOLUNTEERISM - CASH. There is hereby~~  
 15 appropriated, to the Department of Human Services - Administration - Division  
 16 of Volunteerism, to be payable from cash funds as defined by Arkansas Code  
 17 19-4-801 of the Department of Human Services - Administration, for operating  
 18 expenses of the Department of Human Services - Administration - Division of  
 19 Volunteerism for the biennial period ending June 30, 1993, the following:

20

		FISCAL YEARS	
ITEM		1991-92	1992-93
NO.			
(01)	MAINT. & GEN. OPERATION		
(A)	OPER. EXPENSES	\$ 7,500	\$ 7,500
(B)	CONF. & TRAVEL	5,000	5,000
(C)	PROF. FEES	2,500	2,500
(D)	CAPITAL OUTLAY	0	0
(E)	DATA PROCESSING	<u>0</u>	<u>0</u>
	TOTAL MAINT. & GEN. OPER.	<u>\$ 15,000</u>	<u>\$ 15,000</u>
	<del>TOTAL AMOUNT APPROPRIATED</del>	<del><u>\$ 15,000</u></del>	<del><u>\$ 15,000</u></del>

31

32 SECTION 14. CLIENT SPECIFIC EMERGENCY SERVICES REVOLVING CASH FUND  
 33 PAYING ACCOUNT. The Department of Human Services - Finance Division is hereby  
 34 authorized to establish and maintain as a cash fund account the Client  
 35 Specific Emergency Services Revolving Fund Paying Account consisting of

1 Federal grants, aids, cash donations, reimbursements and State general  
2 revenue, not to exceed a daily balance of \$10,000.00, for delivery of  
3 immediate care, short-term or emergency services to eligible clients. Said  
4 account shall be established and maintained in accordance with procedures  
5 established by the Chief Fiscal Officer for cash funds and shall be  
6 administered under the direction of the Director of the Department of Human  
7 Services.

8  
9 SECTION 15. MATCH TRANSFER. The Director of the Department of Human  
10 Services, with the approval of the Chief Fiscal Officer of the State, is  
11 authorized to effect inter-agency fund transfers for the purpose of providing  
12 the State's matching share for payments made to that Division or Office or its  
13 service providers for services eligible for federal reimbursement under  
14 programs administered by other Divisions or Offices of the Department of Human  
15 Services.

16  
17 SECTION 16. SPECIAL ALLOWANCE - HAZARDOUS DUTY PAY. *The Department of*  
18 *Human Services is hereby authorized to provide special compensation to certain*  
19 *employees for each full eight (8) hour work day worked with patients committed*  
20 *to the Department's forensic services by the Circuit Courts. All of these*  
21 *patients are committed under the Arkansas Criminal Code for evaluation and/or*  
22 *treatment. Also included are the employees who work in cottage or*  
23 *training/testing areas with residents generally described as belonging to a*  
24 *Behavior Treatment Unit. These individuals are characterized by their*  
25 *severely aggressive/destructive behavior. This special pay is to compensate*  
26 *the employee for the increased risk of personal injury. Rate of pay will be*  
27 *five and one half percent (5 1/2%) above regular authorized grade and current*  
28 *salary or five and one half percent (5 1/2%) above authorized shift*  
29 *differential if applicable for individuals working in facility settings, and*  
30 *up to eight percent (8%) above regular authorized grade and current salary or*  
31 *eleven percent (11%) above authorized shift differential, if applicable, for*  
32 *individuals on Mobile Crisis Teams outside the facility setting. Requests for*  
33 *payment of these special rates of compensation are subject to the review and*  
34 *approval of the Chief Fiscal Officer of the state. Rates of pay for*  
35 *individuals who work less than an eight (8) hour work day and/or transfer to*

1 *other work areas not defined above will be compensated on a pro rata basis.*

2 Eligible classifications are restricted to:

3 Mental Health Aide

4 Mental Health Worker

5 LPTN I

6 LPTN II

7 LPTN Supervisor

8 LPN I

9 LPN II

10 Nurse I

11 Nurse II

12 Nurse Supervisor

13 Nursing Services Specialist

14 Occupational Therapist II

15 Social Service Worker II

16 Social Worker I

17 Social Worker II

18 Institutional Instructor I

19 Institutional Instructor II

20 *Security Officer II*

21 *Security Officer III*

22 *Security Officer Supervisor*

23 Public Safety Director

24 Psychologist

25 Psychologist Supervisor

26 Recreational Activity Leader I

27 Recreational Activity Leader II

28 Recreational Activity Leader Supervisor

29 MR Aide Trainee

30 MR Aide II

31 MR Aide Supervisor

32 Habilitation/Rehabilitation Instructor I

33 Cottage Life Program Supervisor

34 Psychological Examiner I

35 Psychological Examiner II

- 1        *Secretary I*
- 2        *Secretary II*
- 3        DHS/DCFS Institution Program Manager
- 4        Cottage Life Program Director
- 5        Youth Services Counselor II
- 6        Houseparent
- 7        Houseparent Supervisor
- 8        DDS Team Leader
- 9        Habilitation/Rehabilitation Instructor II
- 10       *Institutional Teacher Assistant*
- 11       *Psychological Intern*

12

13

14        SECTION 17. EXTRA SALARIES. There is hereby authorized for the

15 Department of Human Services for the 1991-93 biennium the following increases

16 in salaries for certain positions provided in the regular salary schedule of

17 Department of Human Services and to be in addition to the annual amounts as

18 established by the Uniform Classification and Compensation Act, as amended:

19 for full-time physicians certified by the American Specialty Boards, a rate of

20 pay not to exceed an additional \$4,500 per year; for each full-time physician

21 eligible to be certified by the American Specialty Boards, a rate of pay not

22 to exceed \$2,500 per year. If certified in Child Psychiatry, an additional

23 \$2,500 per year will be allowed with the total not to exceed \$7,000. If

24 certified in Forensic Psychiatry, an additional \$2,500 per year will be

25 allowed with the total not to exceed \$7,000. In the event the physician is

26 not a full-time employee, the amount specified herein shall be adjusted

27 proportionately to the amount of time worked for the Department of Human

28 Services by that physician.

29

30        SECTION 18. SPECIAL RATES OF PAY. Due to the highly competitive job

31 market conditions for health professionals and the necessity of recruiting and

32 retaining qualified personnel, the Department of Human Services is authorized

33 special rates of pay for current and new employees up to the levels listed

34 under subsection (a) below:

35        (a) Special rates may be authorized for the following classifications

1 only, as indicated herein:

2 Class

3 Code	Title	Grade	Level
4 L134	Psychologist Supervisor	25	III
5 L124	Psychologist	23	III
6 L061	M.R. Aide Supervisor	13	III
7 L059	M.R. Aide II	11	III
8 L181	Mental Health Aide	11	III
9 L057	M.R. Aide I	09	III
10 L061	M.R. Aide Trainee	07	III
11 L055	Mental Health Worker	07	III

12

13 SECTION 19. TRANSFER OF FUNDS. Where it has been found that because of  
 14 recruiting difficulties within scarce professions in institutions/facilities  
 15 of the Department of Human Services, it is necessary to acquire professional  
 16 services to meet federal staffing standards through contracting with  
 17 individuals or institutions, the director of the Department of Human Services  
 18 and the Chief Fiscal Officer of the State, after seeking prior review by the  
 19 Arkansas Legislative Council, are hereby authorized to transfer funds and  
 20 appropriations from Regular Salaries to Maintenance and General Operations and  
 21 Purchase of Service appropriations in the amount necessary to acquire the  
 22 services.

23

24 SECTION 20. DHS CONSOLIDATED COST REVOLVING FUND. The State Treasurer  
 25 is hereby authorized to establish a revolving fund for the Department of Human  
 26 Services, Division of Management Services for the purposes of providing a  
 27 system to charge consolidated costs for such items as: postage, vehicle  
 28 maintenance, vehicle insurance, vehicle license and title fees, tires and  
 29 tubes, fuel, credit card purchases, office supplies, duplication supplies,  
 30 micrographic supplies, equipment acquisition, equipment maintenance and  
 31 repair, sales and use taxes and various other licenses and permits. These  
 32 items will be purchased by the Division of Management Services through the use  
 33 of the revolving fund and charged to each Division and Office as that Division  
 34 or Office uses it. This will allow for the expenditure to be appropriately  
 35 charged to the benefiting program. The replenishment of the revolving fund



1 will consist of such funds as budgeted by the division and offices for these  
2 items of cost which could be general revenue, special revenue, federal funds,  
3 cash funds or any other funds under the authority of the divisions and  
4 offices. Said account shall be replenished as needed but not less than six  
5 times per fiscal year. Said account shall be established and maintained in  
6 accordance with procedures established by the Chief Fiscal Officer.

7

8 SECTION 21. It is the intent of the General Assembly that funds  
9 disbursed under the authority of the appropriations contained in this Act  
10 shall be in compliance with the following requirement:

11 1. The Division of Management Services shall develop and implement a  
12 personnel process which includes specific time frames and procedures for  
13 hiring personnel.

14

15 SECTION 22. GRANTS-IN-AID - CONDITIONS FOR RECEIVING FUNDS. Any  
16 private nonprofit community-based agency that receives grants-in-aid through  
17 the Department of Human Services for the provision of services, as a condition  
18 of receiving such funds, shall:

19 (1) Meet minimum standards of performance in the delivery of services as  
20 defined by the Department of Human Services' Division or Office from which the  
21 grant-in-aid is awarded; and

22 (2) Supply statistical data to the Department of Human Services; and

23 (3) Establish and maintain a sound financial management system in  
24 accordance with guidelines as set forth by the Department of Human Services.

25

26 SECTION 23. Advance disbursements of funds to providers made under  
27 payment methodologies are authorized when approved in advance by the State  
28 Chief Fiscal Officer.

29

30 SECTION 24. Pursuant to the process delineated in Arkansas Code  
31 §22-6-601, in lieu of depositing the proceeds of the sale of lands in the fund  
32 from which the division, state agency is operated, a board of a state agency  
33 or a division within the Department of Human Services holding lands in its  
34 name may request, as a condition for sale of the lands, that the proceeds be  
35 deposited in a special trust fund to be created in the name of the board,

1 state agency or division on the books of the Treasurer of State, Auditor of  
2 State and Chief Fiscal Officer of the State. Proceeds placed in the special  
3 trust fund shall be used solely for the maintenance and operation of the  
4 programs of the division, state agency, or board under whose name the lands  
5 were held. If the division, state agency, or board requests the proceeds to  
6 be deposited in a special trust fund, the creation of the trust fund and the  
7 transfer of the proceeds to the trust fund shall be subject to approval by the  
8 Governor as a condition for approval of the sale.

9

10 SECTION 25. Any facility that meets the definition of a Residential  
11 Care Facility as defined by the Office of Long Term Care of the Division of  
12 Economic and Medical Services of the Department of Human Services that has not  
13 been licensed or certified by the appropriate state agency or has not received  
14 a Permit of Approval from the Arkansas Health Services Agency prior to January  
15 15, 1991, shall not be eligible for any reimbursement from state revenues for  
16 any services that they offer. This provision does not apply to those  
17 facilities that are renewing their license after January 15, 1991, those  
18 facilities that have been receiving reimbursement prior to January 15, 1991,  
19 or those facilities that have been exempted from review by the Health Services  
20 Agency prior to January 15, 1991.

21

22 SECTION 26. HEALTH PROFESSIONAL PARITY. Any additional compensation or  
23 allowances which may be made available to professional health service  
24 personnel at the University of Arkansas Medical Sciences Campus may also be  
25 made available to those in comparable positions in all divisions or offices of  
26 the Department of Human Services. Professional health services personnel  
27 shall be limited to all nursing, occupational therapy, and physical therapy  
28 classifications.

29

30 SECTION 27. SHIFT DIFFERENTIAL. Subject to the approval of the Chief  
31 Fiscal Officer, employees of the Department of Human Services institutional  
32 facilities who are regularly assigned to a late or weekend shift, or are  
33 regularly assigned to a late or weekend shift on a scheduled rotating basis  
34 shall be eligible for additional compensation not to exceed five and one-half  
35 percent (5 1/2%) above that for which they are otherwise eligible. Such shift

1 differential shall be paid for hours worked on weekends or for hours worked  
2 between 3 p.m. and 8 a.m. provided the employee works a minimum of four (4)  
3 hours within that time frame on a given work day.

4 Employees who are receiving additional compensation under the provisions  
5 of this section and then are reassigned to a normal shift shall, on the day of  
6 the reassignment, revert to the rate of pay for which they would normally be  
7 eligible.

8 In those instances where the granting of additional compensation under  
9 the terms of this section would have the effect of temporarily exceeding the  
10 maximum annual rate for the grade assigned to the employee's classification,  
11 the additional compensation shall not be considered as exceeding the maximum  
12 allowable rate for that grade.

13

14 SECTION 28. DHS-LOAN REPAYMENT. Arkansas Code of 1987 Annotated 19-5-  
15 501 (b) (1) (C) is hereby amended to read as follows:

16 "(C) The loans made to the Income Tax Refund Fund and to those other  
17 funds established in the Revenue Classification Law of Arkansas, 19-6-101 et  
18 seq., are to be repaid on the last day of the month of which the loan was  
19 made. However, loans made to the Department of Human Services Fund during  
20 June of any fiscal year for making cash assistance payments to eligible  
21 individuals under the Aid to Families With Dependent Children Program for  
22 delivery on or about July 1 of the following fiscal year shall be repaid on or  
23 before July 31 of the fiscal year following the fiscal year in which the loan  
24 was made; and for loans made to the Department of Human Services for the  
25 Developmental Disabilities Services Fund and the Mental Health Services Fund,  
26 in the last month of a fiscal year for federal reimbursement for Medicaid  
27 and/or Medicare eligible services shall be repaid immediately upon receipt of  
28 reimbursement but no later than July 31 of the fiscal year following the  
29 fiscal year in which the loan was made."

30

31 SECTION 29. COMPLIANCE WITH OTHER LAWS. Disbursement of funds  
32 authorized by this Act shall be limited to the appropriation for such agency  
33 and funds made available by law for the support of such appropriations; and  
34 the restrictions of the State Purchasing Law, the General Accounting and  
35 Budgetary Procedures Law, the Revenue Stabilization Law, the Regular Salary

1 Procedures and Restrictions Act, or their successors, and other fiscal control  
2 laws of this State, where applicable, and regulations promulgated by the  
3 Department of Finance and Administration, as authorized by law, shall be  
4 strictly complied with in disbursement of said funds.

5

6 SECTION 30. LEGISLATIVE INTENT. It is the intent of the General  
7 Assembly that any funds disbursed under the authority of the appropriations  
8 contained in this Act shall be in compliance with the stated reasons for which  
9 this Act was adopted, as evidenced by the Agency Requests, Executive  
10 Recommendations and Legislative Recommendations contained in the budget  
11 manuals prepared by the Department of Finance and Administration, letters, or  
12 summarized oral testimony in the official minutes of the Arkansas Legislative  
13 Council or Joint Budget Committee which relate to its passage and adoption.

14

15 SECTION 31. CODE. All provisions of this Act of a general and  
16 permanent nature are amendatory to the Arkansas Code of 1987 Annotated and  
17 the Arkansas Code Revision Commission shall incorporate the same in the Code.

18

19 SECTION 32. SEVERABILITY. If any provision of this Act or the  
20 application thereof to any person or circumstance is held invalid, such  
21 invalidity shall not affect other provisions or applications of the Act which  
22 can be given effect without the invalid provision or application, and to this  
23 end the provisions of this Act are declared to be severable.

24

25 SECTION 33. GENERAL REPEALER. All laws and parts of laws in conflict  
26 with this Act are hereby repealed.

27

28 SECTION 34. HEALTH PREMIUMS. The Department of Human Services -  
29 Administration shall not, during the 1992-93 fiscal year, spend more for  
30 health insurance per employee than the amount being contributed to the State  
31 Employees Health Insurance Program.

32

33 SECTION 35. EMERGENCY CLAUSE. It is hereby found and determined by the  
34 Seventy-Eighth General Assembly, that the Constitution of the State of  
35 Arkansas prohibits the appropriation of funds for more than a two (2) year

1 period; that the effectiveness of this Act on July 1, 1991 is essential to the  
2 operation of the agency for which the appropriations in this Act are provided,  
3 and that in the event of an extension of the Regular Session, the delay in the  
4 effective date of this Act beyond July 1, 1991 could work irreparable harm  
5 upon the proper administration and provision of essential governmental  
6 programs. Therefore, an emergency is hereby declared to exist and this Act  
7 being necessary for the immediate preservation of the public peace, health and  
8 safety shall be in full force and effect from and after July 1, 1991.

9  
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*/s/Russ*